

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 25, 2008

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TITLE:	CHIP Eligibility Specialist
POSITION NO:	11739
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$28,533 - \$35,666 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, July 14, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Occasional travel (mostly meetings and training) may be required. Position description is available and may be requested by calling CHIP at 1-877-543-7669.

TYPICAL DUTIES: This position is responsible for complex analysis of applications and assessment of potential eligibility for Children's Health Insurance Plan (CHIP) and other programs; conducting phone interviews with applicants to obtain necessary information to determine eligibility; and offering appropriate referrals to a variety of agencies with benefits relevant to the family's needs.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Thorough knowledge of time and resource management principles; and general knowledge of social service and health care delivery systems.

Skills: Skill in analysis; organization; conflict resolution; oral and written communication; and in the use of a personal computer with software similar to Excel and Word for creating and maintaining spreadsheets and documents.

Abilities: Ability to work independently to interpret and apply laws, rules, and regulations in the program; investigate issues or problems and make decisions based on situational variables; investigate and evaluate complex reports, claims, and statistical samples; take action and responsibility for solving problems and making decisions; work under pressure and prioritize, organize, and implement program activities; review work to assure accuracy, completeness, and quality; create, implement, and evaluate innovative programs and solutions; and establish and maintain effective working relationships with staff, managers, providers, other agency personnel, enrollees, legislators, federal representatives, and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, business/public administration, social work, or related field **AND** two years of job-related work experience. Eligibility determination, data entry, and telephone-based customer service experience is preferred. Equivalent progressively responsible experience can substitute for the formal education on a year-for-year basis. Other combinations of education and experience will be considered on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview.**

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits

including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.